



THE TOWN OF COLCHESTER IS HIRING

THE DEPARTMENT OF PUBLIC WORKS IS NOW ACCEPTING
APPLICATIONS FOR AN OPERATIONS MANAGER



OUR COMMUNITY

Chartered on June 7, 1763, the Town of Colchester is one of the largest and oldest communities in the state and features a diverse mixture of commerce, agriculture, recreation, and educational institutions. The town covers 36 square miles and is enhanced by 27 miles of lakeshore on Lake Champlain. A beautiful and highly regarded four-season community, Colchester offers a variety of housing options and a competitive tax rate within Chittenden county.

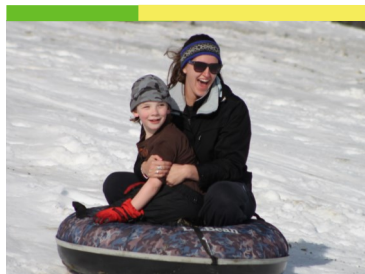
The Town is proud to have been listed on Fortune Magazine's "100 Best Places to Live and Launch a Business" and Money Magazine's "50 Best Places to Live".

Fifteen minutes to Burlington; proximity to Montpelier, Boston, Montreal, and Quebec; with convenient shopping, restaurants, 4-season recreation, and entertainment nearby. Colchester retains its charming village appeal and is a vibrant community in which to live, work, and play!

OUR WORK ENVIRONMENT

The Town of Colchester offers a friendly and professional work environment. We emphasize teamwork and collaboration across departments and reward innovation and creative thinking. Professional development and continuous learning is a priority. Work-life balance encouraged; we are a recipient of the Governor's Excellence in Worksite Wellness Award for promotion of health, safety, and wellness for all employees.

781 Blakely Road | PO Box 55 | 05446 | Dawn H. Francis, Town Manager





OPERATIONS MANAGER

Join our award-winning team!

Recipient of the ACEC
Grand Award for
Engineering Excellence



Town of Colchester
Department
of
Public Works

Bryan Osborne
Director



THE MISSION OF THE DEPARTMENT OF PUBLIC WORKS

Guided by a philosophy of service, public safety, cost containment and environmental protection, our mission is to improve the overall quality of life within the community through the development of superior infrastructure.

THE DEPARTMENT

With 20 employees and an annual operating budget of \$4 million, the Town of Colchester Public Works Department is one of the largest and most diverse departments in the Town. Public Works provides essential services to the community, including:

- Collection and treatment of wastewater and stormwater
- Maintenance of Town roadways
- Maintenance and operation of all public facilities
- Maintenance of the Town's equipment fleet
- Provision of engineering services in the management of the Town's capital improvement program
- Review of commercial and residential development within the Town.

The Department is responsible for 90 miles of public roadways, 900 street lights, 2,500 stormwater control structures, 9 wastewater pumping stations, 11 public buildings, and 110 pieces of Town equipment and vehicles.

The Town's capital improvement program has a \$2.7 million budget for 2017. Several projects currently under design include roadway, sidewalk, and water quality improvements throughout the community and in and around Malletts Bay.

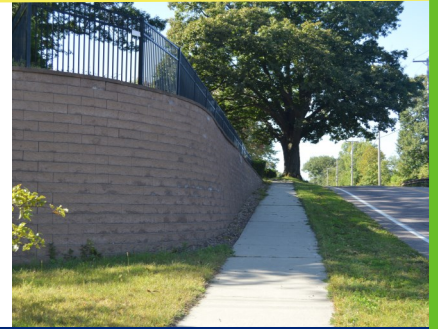
Public Works is a key member of the Town's emergency preparedness and disaster response team and works closely with all Town departments to ensure the successful completion of all Town goals.



OPERATIONS MANAGER

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FOR COMPLETE JOB
DESCRIPTION VISIT:
[HTTP://TINY.URL/
OPERATIONS-MNGR](http://tiny.url/operations-mngr)

THE POSITION

The Operations Manager reports to the Assistant Public Works Director and:

- Assists in planning and coordinating maintenance programs
- Manages Department goals and objectives within available resources
- Develops | maintains detailed standard operating procedures and written programs for all maintenance activities | functions
- Provides daily supervision of related resources
- Supports Assistant Director in personnel matters | management
- Develops and manages:
 - ◊ Employee safety | training programs
 - ◊ Quality control, procurement of equipment, materials, contractual services including preparation of specifications and bid documents
 - ◊ Manages external and internal service requests
- Operations include highway, equipment maintenance, wastewater and stormwater, and buildings

EDUCATION & EXPERIENCE

The position requires:

- Five years' experience in progressively responsible management of maintenance operations and personnel
- Significant experience in construction preferred
- Graduate of 2 or 4-year college | technical school; major course work in civil engineering or construction management OR combination of training, education, experience may be considered.

COMPENSATION

- Salary range \$61,484 - \$78,595
- Pension and 457 Deferred Comp Program
- Medical, Dental, Vision, Flex Spending
- Short & Long Term Disability Insurance | Life Insurance
- Paid Time Off (gradual accrual) | 11 Holidays | 2 Floating Days



TO APPLY: Application, cover letter & resume to: slabarge@colchestervt.gov
OR Town of Colchester, P.O. Box 55, Colchester, VT 05446
Attn. Sherry LaBarge